

## SHINES RELATIVE CARE INVOICE VALIDATION GUIDE

### A. Relative Care Invoices

1. Required Documents
2. Click on Financial Tab → Invoice Search Tab → Invoice Search Page

3. Enter Resource ID# (if looking for 1 resource at a time)
  4. Click Type drop down menu
  5. Choose Relative Care
  6. Click Phase drop down menu
  7. Choose Validation Pending or Blank
- Note: Relative Care invoices are generated with the status Validation Pending.
8. Select Region “Your Region”
  9. System Defaults to Current Service Month
  10. System Defaults to Current Year
- Note: If you are paying a previous month you must enter that service

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month and year.

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11. Click County drop down menu (if looking for 1 county at a time)
12. Click on SEARCH button and scroll down for Search Results

**Invoice Search**

Invoice ID:  Contract ID:  Resource ID:

Type:  Phase:  Region:

Invoice Month:  Invoice Year:  County:

Client Person ID:

**Search**

*Scroll for more information -->*

Invoice ID	Type	Client Name	Submitted Date	UAS Codes	Contract ID	Phase
<a href="#">17240742</a>	Relative Care Subsidy	Teague,Sephiro J		553	16804418	Validation Pendi
<a href="#">17240751</a>	Relative Care Subsidy	Turner,Briana		553	16804418	Validation Pendi
<a href="#">17240756</a>	Relative Care Subsidy	Turner,Christin		553	16804418	Validation Pendi
<a href="#">17240760</a>	Relative Care Subsidy	Turner,Emmanuel		553	16804418	Validation Pendi

13. Click on the Invoice ID hyperlink and verify the Client/Child's name and resource on the invoice page.

Invoice ID: 17240742  
Invoice Phase: VLP  
Invoice

**Contract Information**

\* Contract ID: 16804418  
Resource Name: Ellison, Deborah  
Vendor ID: 5994  
Resource ID: 16802087  
\* Region: Region 5  
\* County: Clarke

**Invoice Information**

\* Invoice Specific Adjustment: Not Adjustment  
\* Type: Relative Care Subsidy  
\* Month: 8 \* Year: 2010  
Submit Date:  
Check Date:  
Check Number:  
Invoice Contact:  
Provider Invoice Number: Manual

Invoice Ready for Validation  
\* Received Date: 08/13/2010  
Claimed Amount: \$ 355.25  
Valid Amount: \$ 0.00  
Check Amount: \$ 0.00  
Approval Status:

**Save**

**Delivered Service List**

*Scroll for more information -->*

Rejection	Person ID	Name	CSLI	Svc	UT	Cnty	Mo	Yr
<input type="radio"/>	10666134	<a href="#">Teague,Sephiro J</a>	13	55301	APC	059	8	2010

14. Under Delivered Service List Section scroll across by moving the arrow at the bottom of the page to the right and check the UAS code, daily rate, # of days and total dollar amount against the Relative Care List.
15. If there are additional costs to be paid go to next step,

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otherwise, go to Step 17.

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The screenshot shows a web browser window titled "Delivered Service Detail - Microsoft Internet Explorer". The address bar shows "https://167.193.157.252:4452/financials/Invoice/displayInvoice". The page header includes the SHINES logo and "Training" with navigation tabs: My Tasks, Case, Search, Financial, Reports, Resources. Below the tabs are links for Contract, Invoice Search, Payment Approval, Payment History, County Budget Limit, and TCM Claims. The main content area is titled "Delivered Service Detail" and contains a form with the following fields:

- Invoice ID: 5600060
- Invoice Phase: PRB
- Delivered Service Section:
  - \* Person ID:
  - \* Service:
  - \* County:
  - Name:
  - \* UI:
  - Rate:
  - Fee Paid:
  - \* Month:
  - \* Year:
  - Quantity:
  - Item Total: \$ 0.00
- A "Validate" button is located between the County and Name fields.
- A "required field" indicator is present next to the Invoice ID.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 2:37 PM.

-    Click the ADD button listed under Delivered Service List  
→Delivered Service Detail
- The Person ID will pre-populate from the Invoice Page
  - Enter Service Month
  - Enter Service Year
  - Select County from the pull down menu
  - Select Service Type from the pull down menu
  - Click on Validate and verify the child's name
  - Select UT from the pull down menu
  - Enter Rate
  - Enter Quantity and check Item Total
  - Click on SAVE button.
- Enter Received Date
  - Enter Claimed Amount.
  - Click "Ready for Validation"
  - Click SAVE

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## B. Invoices with Duplicate Line Items

1. Required Documents
2. Click on Financial Tab → Invoice Search Tab → Invoice Search Page

The screenshot shows the SHINES Training web application interface. The browser window title is "Invoice Search - Microsoft Internet Explorer". The address bar shows the URL: <https://167.193.157.252:4452/financials/InvoiceSearch/displayInvoiceSearch?taskID=NULL>. The page header includes the SHINES logo and navigation tabs: My Tasks, Case, Search, Financial, Reports, and Resources. The "Financial" tab is active, and the "Invoice Search" sub-tab is selected. The user name is "Chandler, Barbara". The main content area is titled "Invoice Search" and contains a search form with the following fields and options:

- Invoice ID:
- Contract ID:
- Resource ID:
- Type:  (dropdown menu)
- Phase:  (dropdown menu)
- Region:  (dropdown menu)
- Invoice Month:  (dropdown menu)
- Invoice Year:  (dropdown menu)
- County:  (dropdown menu)

A "Search" button is located at the bottom right of the form. The Windows taskbar at the bottom shows the system tray with the time 2:27 PM and several open applications including "Novell WebAccess", "Invoice Search", and "SHINE FC Invoice Guide".

3. Enter Resource ID#
4. Click Type drop down menu
5. Choose Relative Care
6. Click Phase drop down menu
7. Choose Validation Pending
8. Select Region "Your Region"
9. Enter service month
10. Enter service year
11. Click County drop down menu (if looking for 1 county at a time)
12. Click on SEARCH button and scroll down for Search Results
13. Click on the Invoice ID hyperlink and verify the child's name and vendor, program and amount.
14. Invoice shows 2 line items for the same or incorrect program, entitlement code, and amount.

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Foster Care List						
Rejection	Person ID	Name	Resource ID	Month	Year	Frc
<input type="radio"/>	17204001	Alexander.Chyna	9700709	7	2010	1
<input type="radio"/>	17204001	Alexander.Chyna	9700709	7	2010	

15. Click on radio button on 2<sup>nd</sup> line item and click on delete
16. Click Save
17. On Invoice Detail page, enter Received Date.
18. Enter Claimed Amount.
19. Click “Ready for Validation”
20. Click SAVE.

**NOTE: ALL RELATIVE CARE INVOICES ARE GENERATED WITH VALIDATION PENDING. IF YOU NEED TO CORRECT ON THE SECOND DAY YOU MUST HAVE THE INVOICE RESET BY THE APPROVING SUPERVISOR.**

**DUPLICATE INVOICES: THE INCORRECT INVOICES MUST BE DISAPPROVED INORDER TO PROCESS THE CORRECT INVOICE. THIS USUALLY OCCURS DUE TO AN OUT OF STATE INVOICE.**